Hello all,

The Budget & Finance Office will continue to offer the Budget 101 Training in a 2-day format.

Why in a 2-day format? Given the diverse audiences that have attended in the past, this will allow those of you who have an interest in either the overview or the hands-on to attend that session only, or you may attend both. Additional sessions for the hands-on training will be added as needed.

Day 1 – Overview presentation and
Day 2 – Hands-on and more in-depth discussion on the proper oracle account strings to use and why it's important.

Below are the following training dates and locations:

**Session 1 – Day 1: Overview Presentation**
Date: **Tuesday, March 15th or March 22nd**
Time: 9:30 a.m. — 11:30 a.m. Limited to 14 persons
Location: AD-233 (Applications Training Lab)

**Session 1 – Day 2: Hands-on session**
Date: **Thursday, March 17th or March 24th**
Time: 9:30 a.m. — 11:30 a.m. Limited to 14 persons
Location: AD-233 (Applications Training Lab)

**Session 2 – Day 1: Overview Presentation**
Date: **Tuesday, May 3rd or May 10th**
Time: 9:30 a.m. — 11:30 a.m. Limited to 14 persons
Location: AD-233 (Applications Training Lab)

**Session 2 – Day 2: Hands-on session**
Date: **Thursday, May 5th or May 12th**
Time: 9:30 a.m. — 11:30 a.m. Limited to 14 persons
Location: AD-233 (Applications Training Lab)

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Please **RSVP with your name, phone number, department, job title, which session(s) you would like to attend and what you are hoping to get out of the session and/or any questions you would like addressed in the session to budget@mail.sdsu.edu** to reserve a seat. You will receive e-mail confirmation of your reservation prior to the training.

This training is for those interested in learning more about the SDSU budget process and its inter-relationships with the State of California and the Chancellor’s Office budget processes. Training is geared towards those individuals who are responsible for budgeting activities within their departments, colleges or divisions. Our goal is that participants will leave this training with a better understanding of the SDSU budgeting process and the tools available to assist departments in managing their budgets.

Topics to be covered include:

**DAY 1**
- Budget Process — overview of State, Chancellor’s Office and SDSU Budget process
- Funding Sources — beyond appropriations, an overview of revenue sources — i.e. student fees, cost recovery, other funds
- Carry-forward Process — what happens if I have budget left over at year-end, where does the budget go?

**DAY 2**
- Account Segments — find out what the values mean and why it is important to use them!
- Reports and Queries — overview of the reporting tools that are available to assist departments in managing their budgets

Please feel free to contact me with any questions.

_Yolanda M. Anglin_
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